FEDERAL ERRONEOUS RETIREMENT COVERAGE CORRECTION ACT (FERCCA) OVERVIEW OF RESPONSIBILITIES

Agency

Determines employee's FERCCA eligibility. Corrects database and submits request package to NFC Payroll Processing Branch

NFC Payroll Processing Branch

Processes manual adjustments to employee and agency retirement funds. Distributes documents and information to Payroll Tax Reporting, Debt Management Services (ABCO), Benefits Processing, and Payroll Reconciliation Retirement Sections.

Payroll Tax Payroll Reporting Section **Debt Management Benefits Processing** Reconciliation Uses documentation Services (DMSS) Section Retirement Section from FERCCA Section TSP Liasons use Uses documentation package and Payroll Places a 45-day hold documentation from from FERCCA Processing Branch to on the bill (when FERCCA package package and Payroll prepare corrected Wnotified by Payroll). and Payroll to to update the 2's for prior year At the end of the 45employee's process TSP Social Security day period, ABCO adjustments (when Individual adjustments (as releases the bill. appropriate). Retirement Record appropriate). (IRR). SOCIAL SECURITY **EMPLOYEE TSP** OPM **ADMINISTRATION**

Form AD-343, Payroll Action Request

			2. ADJUSTMENT P	PERIOD (Inclusive)		NAME OF TAXABLE	
PAYROLL ACTION REQUEST						TO		
1. XX-12-12345	PERSONNEL OFFICE	12-15-2006	DATE		ATE		P/P	
3.	SEQUENTIAL REQUEST NUMBER		2/7/1988 4. FROM		6/24/200	0	1	
INSTRUCTIO	NS ON REVERSE OF AGENCY	COPY	AGENCY CODE	PERSONNEL OFFICE	IDENTIFIER	ACCT. STATIO	N CODE	
Р	LEASE READ CAREFULY		xx	xxxx		xxxx		
			AGENCY NAME AND MA	JUING ADDRESS				
	194		Sample Agenc	v				
			1234 Main Stre					
						300203		
			Anywhere	2 10		2345		
U.C. DED	DIMENT OF A COLCULTURE	+:	5. EMPLOYEES T&A CO	NTACT POINT	-	2040		
	ARTMENT OF AGRICULTURE L FINANCE CENTER							
PO BOX 6			6. FLSA					
	EANS LA 70160		EXEMPT	NON-EXEMPT	r			
			7. RETIREMENT COVER	AGE CODE				
Ø .			B. TYPE EMPLOYMENT					
8			FULL-	INTERMIT-		REEMPLO	YED	
9. SOCIAL SECURITY NO.	10. EMPLOYEE'S NAME (Last, First, Middle Initia	0	TIME	TENT		ANNUITAN	т	
123-45-6789	Pan, Peter Q.		PART- TIME	ALTERNATE WORK SCHEE				
11. NATURE OF ACTION TO BE TAKE			12. TERMINATED		DATE TERMI	NATED		
Pre- and Post-Convers	sion Retirement Coverage Code (Correction	NO	YES Y				
TSP Adjustment			CHECK MAILING ADDRE	SS OR DESIGNATED A	GENT NUMBE	R		
IRR Correction								
13. EXPLANATION OF CIRCUMSTAN	CES WHICH REQUIRE THIS ACTION							
IS EN CARATION OF CIRCOMOTAL	SES WHIST REGISTER THIS ACTION	127						
THIS IS A FERCO	CA CASE.		14. GROSS AMOUNT OF	ADJUSTMENT		771		
0.010.2174.2174.2174.2174.2174.2174.2174.2174		_	\$					
Correction to SF-28	06 and SF-3100 and TSP adjust	tment needed.	The later was a second	(4)	-			
	leously placed in FERS (K) effe							
	have been CSRS (1). Employe							
	ed in FERS on 1/22/1995. She							
been FICA (2). Em	ployee should have been CSRS	-Offset effective	e 11/12/1995.					
	120							
See supplemental pa	age for summary of corrections.							
15. ACCOUNTING DATA TO BE CHAR	RGED AND/OR CREDITED							
07XXXXXXX9999999								
		- 1						
16. ATTACHMENTS SUPFORTING OF	AUTHORIZING THIS ACTION				12			
OPM letter of FERCCA	eligibility.							
Corrected SF50's.								
	ent deduction worksheet.							
Copies of pre-conversi	on SF3100's and SF2806's							
17. PERSON TO BE CONTACTED FOR	R ADDITIONAL INFORMATION		TELEPHONE (Area Code :	and Number)	7			
Mary A. Poppins			123/456-7890					
18. EMPLOYEE'S SIGNATURE AND D	ATE SIGNED (II Required)							
40 ADDDOVA:								
19. APPROVAL AUTHORIZED OFFICIAL'S SIGNATUR	E AND TITLE				DATE APPR	OVED		
The second section of the second section of the second section								

Sample Supplement to Form AD-343

SUPPLEMENT TO BLOCK #13 OF AD343 EXPLANATION OF CIRCUMSTANCES THAT REQUIRE THIS ACTION

SSN: 123-45-6789 Employee's Name	Pan, Peter Q.		
Agency Contact	Mary Poppins	Phone:	123/456-7890

- Change retirement code from "K" to "1" from 2/7/1988 through 2/28/1989.
 Please remove agency TSP contributions and residual earnings from employee's TSP account.
 Employee TSP contributions will remain in TSP account (no refund allowed prior to 1/1/2000).
- Change retirement code from "K" to "2" from 1/22/1995 through 11/11/1995.
 Please remove agency TSP contributions and residual earnings from employee's TSP account.
 Employee TSP contributions will remain in TSP account (no refund allowed prior to 1/1/2000).
- 3. Change retirement code from "K" to "C" from 11/12/1995 through 6/24/2000.

RETIRMENT SYSTEM ADJUSTMENT WORKSHEET FOR PRIOR-TO-CONVERSION DEDUCTIONS

Agency: XX SON: XXXX

Name: Pan, Peter Q. SSN: <u>123-45-6789</u>

Year: 1988 Retirement Plan: FERS

	Retirement	OASDI	Medicare	Retirement	OASDI	Med	icare
PPD	Base Pay	Wages	Wages	Deductions	Deductions		ctions
25							
26							
1							
2							
4	278.80	278.80	278.80	0.00	16.90		4.04
5	529.72	529.72	529.72	0.00	32.10		7.68
6	522.75	522.75	522.75	5.18	31.68		7.58
7	515.78	515.78	515.78	12.45	63.36		7.48
8	536.69	538.48	538.48	5.04	32.63		7.81
9	557.60	557.60	557.60	5.24	33.79		8.09
10	432.14	435.20	435.20	4.06	26.38		6.31
11	529.72	529.72	529.72	4.98	32.10		7.68
12	501.84	501.84	501.84	4.72	30.41		7.28
13	453.05	453.05	453.05	4.26	27.46		6.56
14	195.16	195.16	195.16	1.83	11.83		2.83
15	0.00	0.00	0.00	0.00	0.00		0.00
16	0.00	0.00	0.00	0.00	0.00		0.00
17	0.00	0.00	0.00	0.00	0.00		0.00
18	1,232.50	1,232.50	1,232.50	11.58	74.68		17.87
19	0.00	0.00	0.00	0.00	0.00		0.00
20	0.00	0.00	0.00	0.00	0.00		0.00
21	0.00	0.00	0.00	0.00	0.00		0.00
22	0.00	0.00	0.00	0.00	0.00		0.00
23	0.00	0.00	0.00	0.00	0.00		0.00
24	0.00	0.00	0.00	0.00			0.00
	6,285.75	6,290.60	6,290.60	59.34	413.32		91.21

Sample Supplement to Form AD-343

SUPPLEMENT TO BLOCK #13 OF AD343 EXPLANATION OF CIRCUMSTANCES THAT REQUIRE THIS ACTION

SSN: Employee's Name Agency Contact	Phone:				
Agency Contact		Filone	•		-
		- 1			
				1	